

RENEWAL APPLICATION

**MONTANA BOARD OF VETERINARY MEDICINE
301 SOUTH PARK, PO BOX 200513
HELENA, MT 59620-0513
(406) 841-2394**

NAME _____ LICENSE # _____
ADDRESS _____ RENEW DATE _____
CITY, STATE ZIP _____ STATUS _____

Your Montana Certified Euthanasia Technician license will expire on May 30.

In order to renew your license:

- 1) Complete the renewal application.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Submit a check or money order for \$70.00 made payable to the Board of Veterinary Medicine. Do not send cash.
- 4) Renewals with a U.S. Postal Service postmark after May 30 and before July 1, 2006 will be assessed a penalty fee by state law, increasing the total amount due to \$120.00. **Late renewals postmarked after July 1, 2006 may be \$140.00.** This is due to the expected adoption of the Department rule change affecting late fees on 7/1/06. **NO EXCEPTIONS!**
- 5) Sign the renewal application.
- 6) Return the renewal application and fee to the Board office postmarked by May 30.
- 7) A renewal returned to a licensee for any reason, must be re-postmarked by May 30 to avoid paying a late fee.
- 8) Include verification of satisfactory completion of a Board-approved euthanasia course and examination taken within 36 months immediately preceding the current renewal deadline date.
- 9) Include verification of current employment at a Certified Euthanasia Agency.

Incomplete or unsigned renewal applications will not be processed and will be returned.

LEGISLATION PASSED IN THE 2005 SESSION PROVIDES THAT A LICENSEE HAS 45 DAYS TO RENEW HIS/HER LICENSE AFTER THE DEADLINE BY PAYING BOTH THE RENEWAL FEE AND THE LATE FEE. ANYONE RENEWING 46 DAYS OR MORE AFTER THE MAY 30 DEADLINE, MAY HAVE A COMPLAINT FILE OPENED, AND THE POSSIBILITY OF UNLICENSED PRACTICE MAY BE ADDRESSED BY THE BOARDS DISCIPLINARY SCREENING PANEL.

YES _____ NO _____ **Have any legal or disciplinary actions been instituted against you since your renewal?** If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

Your signature: _____ Date: _____
DO NOT SEND CASH